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**SPECIFICATION**

**INVITATION TO TENDER: itt\_29921**

**SPECIFICATION REFERENCE: 24-004**

**ESF funded activity to support individuals who are NEET in**

**New Anglia**

**DATE: January 2016**

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| **EUROPEAN SOCIAL FUND – NEET SPECIFICATION – FINAL TEMPLATE**  **New Anglia Local Enterprise Partnership – NEET Prevention Programme in Norfolk.**  **ITT\_29921-24-004-01** | |
| BACKGROUND | |
| **General**  The contracting authority is the Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA), an executive agency of the Department for Business Innovation and Skills exercising functions to fund adult education and skills.  The SFA, acting as an Opt-In Organisation for the European Social Fund (ESF), is procuring education and training Services to meet priorities identified by Local Enterprise Partnership (LEP) area European Structural and Investment Funds Sub–Committees. As an Opt-In Organisation the SFA provides match funding at Priority Axis level utilising sources of public funding as match for ESF funded activity.  This Invitation to Tender (ITT) supports ESF Investment Priority 1.2 where the need has been identified both in the LEP area and European Structural and Investment Fund Strategies.  The SFA is looking to procure an organisation(s) to deliver education and training Services to support young people who are 15-24 who are not in education employment or training (NEET) or at risk of becoming NEET in the New Anglia LEP area set out below.  New Anglia LEP covers the Counties of Norfolk and Suffolk. This specification relates only to the County of Norfolk and to procure one Candidate for Norfolk.  **New Anglia Local Enterprise Partnership**  New Anglia LEP and its partners recognise that a strong skills base is a pre-requisite to a growing and performing economy where local people are at the heart of economic sustainability.  The New Anglia Strategic Economic Plan (SEP) sets out the ambition to develop a locally responsive skills system that transforms skills from being an economic barrier to being a growth enabler. This requires the creation of a skills system that meets current and future economic needs, and raises individual achievement and aspiration. The LEP wants to grow local talent in key growth and employment sectors and help people get into work.  The Skills Board owns the New Anglia [Skills](file:///C:\Users\marshakc\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ANW3C28O\Skills) Manifesto (can be located by accessing <http://www.newanglia.co.uk/skills/> ) which was published in November 2013 and signals the long term commitment to skills and calls upon employers, individuals, local authorities and education providers to come together and form a strong and enduring partnership to address local skills needs.  The New Anglia SEP (can be located by accessing <http://www.newanglia.co.uk/wp-content/uploads/2014/03/New-Anglia-Strategic-Economic-Plan-V2.pdf> ) outlines the high level ambitions for skills, workforce development and employability, and the ESF investment must help to move this forward.  The Services being procured must align with the Specific Local Objectives SO 8.3 and 8.4 as set out in The New Anglia European Investment Strategy.  The delivery of all ESF funding will complement the strategic landscape which the priorities have been formulated for.  NEET prevention is a significant issue across New Anglia. Norfolk has experienced persistently high levels of NEET with participation at 17 in particular significantly below that at national, regional and statistical neighbour level. New Anglia as a whole experience a higher incidence of NEET than regional counterparts.  ‘Lost in Transition’ research published in May 2012 by the Work Foundation shows that more young people are struggling to make the initial transition into a successful outcome post year 12. It demonstrates that young people become NEET at different points highlighting the need for them to be supported at different ages and stages until they make a successful transition.  The Service being procured aims to support the transition of young people through innovative delivery and individual bespoke support which is not available through mainstream funding. | |
| **DEFINITION OF TERMS** | |
| **At risk of becoming NEET:** Support for at risk young people aged 15 to prevent them becoming NEET.  **Candidate:** means an organisation who has been invited to take part in this restricted procurement procedure.  **Disability**: A person has a disability if they disclose a disability that limits their ability to work.  **Eligibility:** Other than 15 year olds at risk of being NEET, only people who are eligible to work in UK are eligible for this programme. Asylum seekers are not generally supported by ESF.  **Employed**: People are employed if they perform work for pay, profit or family gain. People are self-employed if they work in his/her own business for the purpose of earning a profit, even if they are not making a profit or are just setting up.  **Job Seeking:** Where applicable, persons engaged in job seeking is understood to be persons usually without work and actively seeking work.  **Qualifications:** Qualification means a formal outcome assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards. Regulated qualifications/aims are those listed in the Learning Aims Reference Service as being regulated. Non-regulated aims are those listed in the Learning Aims Reference Service as being non-regulated.  Regulated and non-regulated aims must be planned to be delivered within budget.  Qualification rates are based on the published LARS rates at the start of the contract.  **Services:** The provision of education, training or support delivered to individuals.  **Start Date:** Employment status and age are determined on the date of starting on the Provision.  **Survey**: Where applicable, long term sustained outcomes over 6 months will be monitored separately. Some ESF indicators will be collected by survey by the ESF Managing Authority directly from the participants.  **Unemployed:** Unemployed are persons usually without work, available for work and actively seeking work. Persons considered registered unemployed would be included. Full time students are considered as inactive as they are not available for work. Long term unemployment is greater than 6 months for under 25 years old and greater than 12 months for 25 years old or more. | |
| **SERVICE REQUIREMENTS** | |
| **General**  All activities must complement and avoid duplication with other provision, thereby adding value to Department for Work and Pensions/Big Lottery, Education Funding Agency, Skills Funding Agency, local authority, National Careers Service and the new Careers Enterprise Company funded provision. Successful Candidates will be required to ensure that ESF provision will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream institutions.  ***Capacity and readiness to deliver***  Candidates must have:   * The resources to offer very local and flexible delivery in the areas where levels of NEET are highest * The capacity to deliver provision immediately upon commencement of the contract and that delivery should not be delayed in any way by any recruitment processes or other processes or relationships that need to be established.   ***Track record***  The ability to deliver the required activity, based on a track record in the successful delivery and management of this type of programme.  Candidates will need to have an understanding of the varied needs of young people and an ability to engage and work with young people, especially those who are disengaged and vulnerable and have particular learning needs or barriers to learning.  Candidates will need to have experience of creating employment opportunities.  And in designing and delivering high quality provision for young people including those who are NEET/at risk of becoming NEET.  ***Management and quality assurance***  Candidates will need to have effective management arrangements in place to ensure all of the requirements of this specification particularly in regard to meeting the identified needs of identified young people are fulfilled. The Services must be delivered to a high quality and successful tenderers will need to have in place quality assurance and improvement processes.  The Service needs to be flexible and responsive to the changing economic and political landscape and take into consideration that the approach and associated processes may change during the life of this contract. Therefore Candidates will be expected to be able to change the delivery of the Services accordingly.  ***Partnership working***  Candidates will be required to work in partnership with other organisations delivering education and training in the area to ensure the Service is complementary to and not in competition with other funded provision.  Candidates will engage with every Local Authority (LA) in the LEP area and will be expected to identify internal LA links across different departments. The Service must be able to respond to changing local needs and opportunities, as well as policy changes.  Candidates will be required to establish linkages with and have an understanding of, local stakeholder needs and develop strong links with the key stakeholders.  ***Market intelligence and local knowledge***  The delivery of the Services must take into account the current and future social and economic indicators including labour market intelligence and in particular the specific factors affecting the area in which the Service is being delivered. A comprehensive understanding of the current employment market and the current and future social and economic indicators including labour market intelligence.  ***Management information and reporting***  Candidates will develop management information systems to enable it to submit data to the Skills Funding Agency via the Individual Learner Record (ILR) and put in place robust arrangements for ensuring that the evidence required to support payments is collected and retained.  Candidates will be required to share with LAs, LEPs and the Skills Funding Agency ongoing performance management data as well as additional intelligence to improve the effectiveness of all NEET reduction and prevention activities including details of each young person supported and update them of the young person’s progress.  Candidates will be required to share delivery/outcomes to ensure full coverage.  **LEP Specific**  The aim of the Services is to address persistent high levels of NEET in Norfolk, by working with the Local Authority, schools and other key partners to target and support vulnerable young people at risk of becoming NEET.  The objectives of the Services delivered in Norfolk are:     * A net decrease in the numbers of young people becoming NEET * More young people taking up apprenticeships * Norfolk NEET statistics to align better with national and regional statistics. * Sustainable integration into the labour market of young people.   The Services should offer flexible bespoke interventions to young people, which are not available through existing mainstream funding.  In the County of Norfolk the focus is on those aged 15-18 through Years 11 and 12 to re-engage them with employment, education or training, assisting either with the transition at age 16 into post 16 education or training, or to engage/remain in education and training post Year 12. Participation at age 17 remains one of the biggest challenges with performance being significantly below national, regional and statistical neighbours.  The objectives of the Services delivered in Norfolk for the priority groups are:   * 133 young people between the ages of 15-18 to be engaged on a bespoke programme with a minimum of 30 learners from Short Stay Schools. This will include a programme of summer activities which may offer a one week residential * Aim to achieve 85% sustained rate of transition into further education/training * Supporting the transition at age 16 into appropriate post 16 education or training or engaging/remaining in education and training post Year 12.   **The detailed Services requirements are as follows**  The Services must provide an initial diagnostic assessment and needs analysis for all young people using recognised tools to examine the young person’s ambitions, skills levels and barriers to engagement and progression. This should result in robust individualised learning and transition plans with regular progress reviews and exit interviews.  The Services must provide tailored information advice and guidance (IAG) for each young person, with intensive personal guidance and help to develop their understanding of the post 16 opportunities available to them including traineeships and apprenticeships. The Services must help young people gain a greater understanding of their own abilities, learning needs and the range of opportunities available, supported by the effective use of intensive enhanced and impartial high quality IAG at all stages of the learner journey.  The Services must deliver personalised provision which is flexible (in terms of content, times and location) through the involvement of young people in both the design and delivery of the programmes, including training to provide peer support taking into account local conditions and requirements.  The Services should include flexible and innovative delivery methods, which should include outreach or residential opportunities if appropriate, to meet a young person’s assessed needs.  The Services must develop and demonstrate young peoples’ employability skills through a range of structured opportunities such as enterprise, employer-based vocational training and tasters, employment trials, work pairing, work experience, internships and voluntary work in both public and private sectors or in the third sector and/or part-time, evening or weekend work.  The Services should include the provision of small amounts of funding to help pay for travel and other costs to facilitate young people accessing the Services as appropriate and the financial and other incentives to encourage retention, achievement and progression. This element is to be funded out of the unit costs funding.  The successful Candidate must provide quarterly narrative reports for the Local Authority, including information on performance by sub-contractors.  In addition the Services must include:   * A referral mechanism for young people from the Local Authorities and schools (including Short Stay Schools) and other stakeholders including DWP or housing associations where appropriate * One-to-one intensive advocacy and mentoring throughout years 11 and 12 in combination with group activity and peer mentoring where appropriate * The provision of a summer activity programme for identified learners with students from the Short Stay Schools as a priority group. This may take the form of a residential summer school. The funding for this is included within the unit costs * Support for remaining in employment, education and training, which extends to continued support and engagement after a positive outcome has been achieved and maintained * Provision of post-employment support where employment is the desired outcome. This will include a longer-term relationship with the learner, acting as an advocate for them * Access to other support organisations where there is one or more barriers to education or employment, including mental health * Transitional support and aftercare and mentoring support to keep young people on target. | |
| **Horizontal Principles** |
| The Services must support the cross cutting themes of the ESF Framework. These are set out below.  Gender Equality and Equal Opportunities and Sustainable Development. The ESF programme maintains the dual approach to promoting gender equality and equality of opportunities by funding specific activities which target women and disadvantaged groups as well as integrating equal opportunities into the planning, implementation, monitoring and evaluation of the programme as a whole. Action to promote equality and diversity is an integral part of the SFA business objectives. A world-class workforce can only be created if we remove barriers, eliminate discrimination, address disadvantage and raise the aspirations of both present and potential learners. Performance monitoring of the project will include a review of progress against the implementation/action plan on a quarterly basis included in this specification.  Sustainable Development (SD) activity is a mandatory requirement of all projects funded through the ESF programme. Successful tenderers will be required to have in place an operational SD policy and implementation/action plan within two months of the project Start Date. Performance monitoring of the project will include a review of progress against the implementation/action plan on a quarterly basis included in this specification. Activity will need to promote and engage with priority individuals, such as those with protected characteristics. | |
| ELIGIBILITY | |
| **General**  General Eligibility requirements are set out in: the European Social Fund Programme for England 2014-2020 National Eligibility Rules which can be found here: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance> .  Please note LEP Specific requirements are subject to National Eligibility Rules.  In delivering the Services, the successful Candidate must take into account and support the targets for the following groups where this is consistent with the other Services requirements for addressing the needs of groups identified as priority and meeting the Services deliverables.    Ethnic groups                          min 20%  Female                                    min 45%  Disability/health issues            min 10%  Lone parents                           min 5%  No basic skills                         min 18%  **LEP Specific**  The Services will focus on supporting young people aged 15-18 in Years 11 and 12 at the start of the activity who are at risk of becoming NEET or who are NEET and who are either resident in Norfolk or funded by the local authority, or who attend a Norfolk educational institution. | |
| **GEOGRAPHY / AREA OF DELIVERY** | |
| **LEP Specific**  The New Anglia Local Enterprise Partnership area has been split into two areas covering Norfolk and Suffolk. The Services will be delivered within Norfolk. Learners should either be resident in the County of Norfolk or funded by the relevant Local Authority or who attend an educational institution.  The successful Candidate must deliver the Services across the whole of Norfolk. | |
| **FUNDING AND DELIVERABLES** | |
| **LEP Specific**  Currently £199,633 will be available for the period from 20 May 2016 to 31 March 2018. This may be increased if additional funding becomes available.  All activity is to be achieved within the lifetime of the contract.  The table below shows the initial planned outcomes, but performance management may change the volumes and mix during the life of the contract. From the funding available on the regulated and non-regulated lines, the provider must plan to deliver the appropriate education & training for each participant to enable them to progress.  The minimum Service deliverables, values and volumes for which evidence must be provided are:   |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** | | ST01 Learner Assessment and Plan | 133 | £50 | £6,650 | | RQ01 Regulated Learning |  |  | £20,000 | | NR01 Non Regulated Activity |  |  | £91,188 | | PG03 Progression Education (EDU) | 61 | £275 | £16,775 | | PG04 Progression Apprenticeship (EDU) | 22 | £345 | £7,590 | | PG05 Progression Traineeship (EDU) | 30 | £275 | £8,250 | | SU03 Sustained Education 3 Months | 61 | £220 | £13,420 | | SU04 Sustained Apprenticeship 3 Months | 22 | £300 | £6,600 | | SU05 Sustained Traineeship 3 Months | 30 | £220 | £6,600 | | SU13 Sustained Education 6 Months | 52 | £220 | £11,440 | | SU14 Sustained Apprenticeship 6 Months | 18 | £300 | £5,440 | | SU15 Sustained Traineeship 6 Months | 26 | £220 | £5,720 | | |